



**College of Alberta
Dental Assistants**

College Connect

September 22, 2025

Introduction & Housekeeping

Presenters

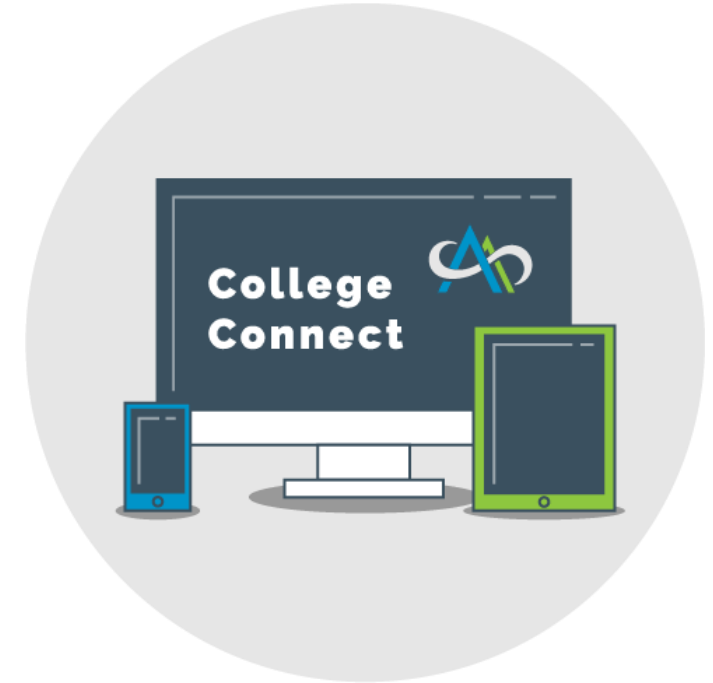
- **Luanne Menard**, Competence Manager
- **Carly Simon**, Regulatory Compliance Manager
- **Andrea Snow**, Complaints Manager
- **Jennifer Tewes**, Registrar and CEO

Housekeeping

- **connection issues** try reconnecting using same link
- use the **Questions feature** to submit questions live or to make comments
- length **60 minutes**
- session recorded

Content

- 2026 Permit Renewal
- Renewal Declarations
- Council Decisions & College Activities
- Your Questions



Understanding Our Role



The College of Alberta Dental Assistants regulates the profession of dental assisting in Alberta.

We set standards for dental assisting practice. Our mandate is to protect the public. We do this by regulating Dental Assistants through annual registration and continuing competence, so Albertans are assured of safe, quality oral health care.

Practice Permit Renewal

7 key reminders

for a smooth Practice Permit renewal



1 Mark Your Calendar



Renewal opens **October 6th**

Deadline: **November 30, 2025** - no extensions

Suspensions: December 1, 2025

2 Action Required

Even if you're not working

- Must renew if working or volunteering
- Can maintain permit if not working
- Cancel registration



3 Patient Relations Learning

Complete requirements early

- **NEW** this year: Patient Relations Refresher
- Quick & Simple — takes about 15 minutes

Professional Practice Learning Centre
College of Alberta Dental Assistants

Home Dashboard My Courses Reset Password Tutorial

Course overview

Code of Ethics	Patient Relations - Mandatory (one-time)	Patient Relations Refresher - Mandatory (yearly)	Standards of Practice
100% complete	100% complete	0% complete	100% complete

Module

- one-time requirement
- before first practice permit renewal
- prerequisite to the Refresher

Refresher

- yearly requirement
- before every practice permit renewal
- complete Module first

Professional Practice Learning Centre



Learning Center Login Page

The screenshot shows the login page for the Learning Center. It features a white background with a light gray border. At the top, there is a text input field with the placeholder text 'Username or email'. Below this is another text input field with the placeholder text 'Password'. A green button with the text 'Log in' is positioned below the password field. At the bottom of the page, there is a link that says 'Lost password?' followed by a horizontal line for a password reset link.

4 Professional Liability Insurance (PLI)

Proof = PLI Certificate

Upload a copy of your
2025-26 PLI Certificate

CERTIFICATE OF INSURANCE

Certificate Number: **** * *

REGISTERED DENTAL ASSISTANTS IN THE PROVINCE OF ALBERTA INSURANCE PROGRAM

Item 1.	Name and Address of the Sponsoring Entity:	Registered Dental Assistants in the Province of Alberta
Item 2.	Master Policy Period:	December 1, 20** to December 1, 20**
Item 3.	Name and Address of the Named Insured:	Name Address
Item 4.	Policy Period:	
Item 7.	Professional Capacity:	Dental Assistant

Insurer/Period	Type of Insurance	Coverage Information	Premium
Item 4. Policy Period: December 1, 20** to December 1, 20**	Professional Liability (E&O) (Occurrence Form) Policy No. *****	Item 5. Limit of Liability \$2,000,000 per CLAIM \$3,000,000 Aggregate	

[Signature]

Dated
Dec 1, 2025 to
Dec 1, 2026

5 Learning is growing - complete your CCP

Need Help?

- You can use our [Verification of Learning Form](#) for proof of completion
- Find competency numbers for each of your objectives in the [Competency Profile](#)

+ Add Learning Objective

Plan Year	Competency No.	Learning Objective	Status
2026	G-4-3	I will learn to handle conflict with my co-workers and aggressive patients	Proposed
2026	C-2-9	My office just purchased a digital camera, so I want to learn how to take intra-oral photographs.	Proposed
2025	D-1-3	My learning goal is to improve my radiographic skills to be able to consistently take radiographs without overlapped contacts.	Completed
2025	F-3-7	My clients have different oral hygiene requirements. I want to be better informed about the oral self-care products that are available.	Completed

Need CCP Help?



6 Review and Confirm Employment Info

Make sure to

1. review

2. update/confirm

each of your
employment records.

You must review and update/confirm each of your employment records. Follow these steps:

1. Click Edit.
2. Enter missing information, if applicable.
3. Update incorrect information, if applicable.
4. Check "The information for this Employment Status is up to date."
5. Click Save.
6. Repeat these steps for each employment record shown below.

If you have a current employer or employment status that isn't shown below, click the + Add Employment button to add a record.

You can proceed to the next step when:

- your employment records all show "Yes" in the Updated column, and
- you have at least one employment record without an End Date

Employer	Status	Updated/Confirmed	
N/A	Caring for Family	Yes	 
abc	Employed in dental field	Yes	

[< Previous](#) [Next >](#)

7 Declarations: your checkmark counts

- read each statement carefully
- answer truthfully and accurately
- these are your Professional Responsibilities



Reach out

Contact the College

Phone: 780-486-2526

Toll-Free: 1-800-355-8940
ext. 1

contact@abrda.ca

www.abrda.ca

Contact the Regulatory Compliance Team

Tami Brodie-Bartko

Jasmine Chandi

Luanne Menard

Carly Simon

ccp@abrda.ca

Consequences of False Declaration

Border security analogy



Online Renewal

Your click is a legal declaration



False Declarations – What Happens

- The College will follow up with you
- If you don't respond, or don't complete the requirement, it escalates to conduct
- Investigation
- Hearing
- Sanctions



False Declaration Scenario

- RDA checked yes on their renewal
- Records incomplete
- Referred to investigation & hearing
- Hearing Tribunal ordered several sanctions including suspension



The Trust Behind Every Checkbox

- Not just paperwork
- Professional integrity and public protection
- Trust means honesty and accountability
- False declarations shake confidence in the RDA and profession
- Your integrity is not optional



Bottom Line

Take a moment before you
click or check!



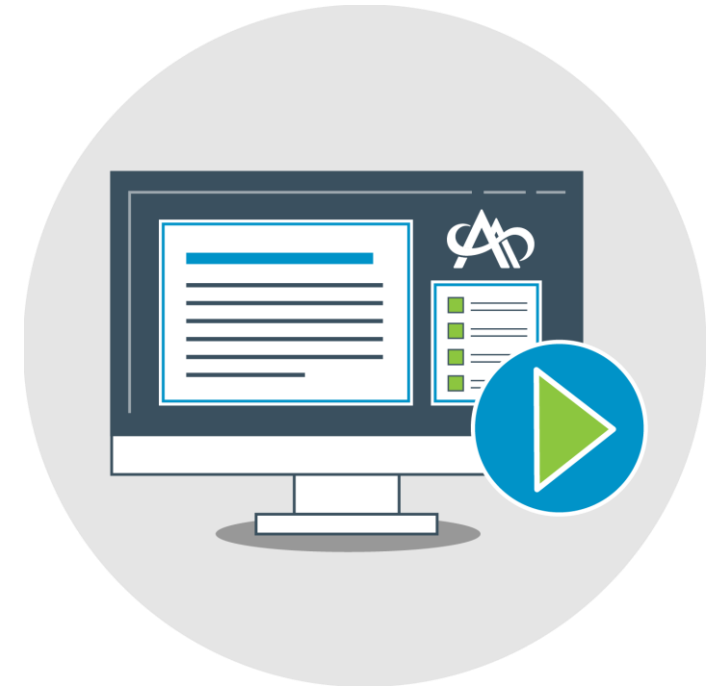
What's new at the College



College Activities

Patient Relations Learning every year

- If this is your first practice permit renewal, complete the **Module**.
- If you have already completed the **Module**, complete the **Refresher**.



Staffing Changes

- **Jill Hewitt**, Registration Manager
- **Luanne Menard**, Competence Manager
- **Carly Simon**, Regulatory Compliance Manager
- **Andrea Snow**, Complaints Director



Planting Seeds, Growing Leaders

- Exploring leadership principles and behaviours
- Creating culturally safe spaces



Governance Review Future Outcomes

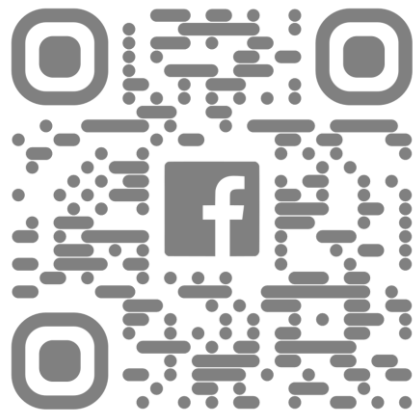
- More outcome-focused governance and less compliance or “output” focused
- Added Council engagement
- Continued refinement of competency-based processes
- Increased public participation
- Improved governance oversight
- Diversity, equity, inclusion and reconciliation efforts

Let's be social!!

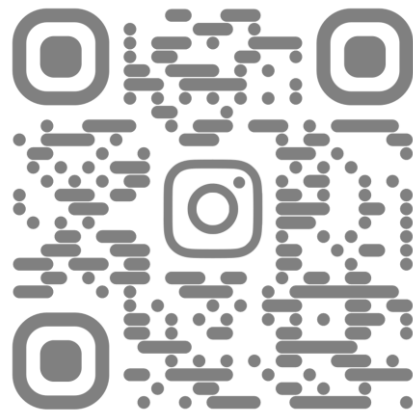
Follow us here to stay informed and connect.



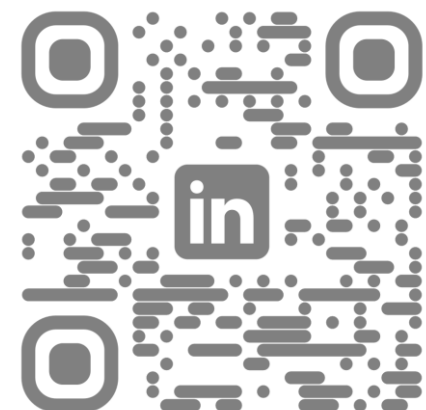
Facebook
cada.alberta



Instagram
cada_alberta



LinkedIn
college-of-alberta-
dental-assistants



Council

- 5 public council members; 5 regulated council members
- New auditor; 2024-25 Audited Financials and Annual Report
- 2025-26 (deficit) Budget
- New Strategic Plan
- Policies, new and revised



2025-30 Strategic Plan

Leading with Vision, Ensuring Public Trust

- Position the College in a Shifting Landscape
- Elevate Practice Standards
- Strengthen Stakeholder Trust and Engagement
- Optimize Governance Effectiveness



Coming up...

- Implement the Strategic Plan
- Program Approval Review
- Data collection - identify and gather
- Enhance government relations and environmental scanning



Reminders



- **Patient Relations Learning**, every year
- **Renewal Declarations**, legal document
- **Important Dates**, November 30
- **Social Media**, follow us/keep connected

**What questions do
you have for us?**



Thank YOU for attending

Watch your inbox for future
College Connect sessions





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Dental Assistants**

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